

Distance Education Advisory Committee Meeting  
October 1, 2008  
12:00 PM – CE 207

Present: Becky Dvorak, David Siemens, Michelle DeSalvo, Kerri Mahlum, Marty Finch, Ben Lareau, Gary Donnelly, Kelly Politte, Sharyn Polley, Bill Mixer, Margo Perry

**I. Call to Order**

**II. Approval of Minutes (8-20-08)**

K Politte moved to approve the minutes, B Mixer seconded. Minutes were approved as written.

**III. Announcements**

D Siemens introduced Mike Jortberg, Acxiom representative, who later gave a demonstration of the ID verification software after the meeting.

B Dvorak announced a webinar – Developing Interaction Activities for Distance Education- to be held November 13<sup>th</sup> from 11:00am to 12:00pm. Please RSVP B Dvorak by email so that enough lunches will be ordered.

The WCET webinar was cancelled due to technical difficulties with Elluminate. It was rescheduled for the same time as this meeting, so B Dvorak will ask for a link to it to be viewed later.

B Dvorak announced the WCET (Western Cooperative for Educational Telecommunications) Conference November 5-8, 2008. She and Marty Finch will attend; she believes that Paul Marquard and Laura Driscoll will also attend.

B Dvorak provided online transition surveys for committee members to distribute to faculty in their division if they will be transitioning WebCT classes to Moodle. Return all completed forms to her.

**IV. Reports**

**A. Proctoring Center – Margo H. Perry**

MH Perry shared a course instruction form for faculty to fill out before their tests are proctored to streamline the test administration process.

**B. Course Coordinator – Becky Dvorak**

Moodle trainings have started. 19 people have signed up.

Distance Education statistics were provided by Lynn Fletcher and reported by B Dvorak:

**DE statistics for Fall 2008:**

- 1,164 unduplicated students taken DE class
- 122 total sections being offered through DE
- 67 unduplicated faculty teaching classes through DE
- 448.83 total DE FTE, which is 13.51% of total FTE percentage for fall
- For the 2007-2008 year, DE accounted for 16.44% of total FTE

**DE statistics for Summer 2008:**

- 510 Unduplicated students taken DE classes
- 48 total sections being offered through DE
- 24 unduplicated faculty teaching classes through DE
- 194.90 total DE FTE, which is 44.41% of total FTE

B Dvorak has asked L Fletcher for dropout statistics to be provided as well and is waiting on those.

B Mixer asked the group how they handled retention alerts. Discussion ensued.

B Dvorak has talked to Rich Fujita about adding icons to identify the type of delivery mode for distance education classes, i.e., computer icon for online courses, for the spring 2009 course schedule. She also asked Rich to include a separate section of the distance education courses in all course schedules. B Dvorak sent out an all-faculty email asking that faculty identify whether their course(s) will be taught in Moodle or WebCT for the course schedule. This fall many students called DE saying they could not find their classes but they were looking in the wrong place.

A Distance Ed Factoid/Tip of the Week is now being included in the Campus Weekly. B Dvorak talked with Lisa Icenogle about producing a distance education newsletter to be mailed to all distance education students. B. Dvorak hopes to get the newsletter going by November 2008. This newsletter would be sent to all current distance education students, faculty and will also be provided as a link on our web site. B Dvorak asked committee members to send her any tip of the week they'd like to include in the Campus Weekly and also to send any item they would like to see in a distance education newsletter.

B Dvorak and D Siemens talked with Todd Wykert about the WEN system provided by the State Department and the trainings related to this system. Faculty is encouraged to contact B Dvorak and D Siemens for more information about teaching on the WEN system.

C. Technical Coordinator – David Siemens

D Siemens is working on getting DataTel integration with Moodle. He will take WebCT down on October 24, 2008. In November he will work with IT to find a way to upload rosters into WebCT.

D Siemens is creating class shells for Spring 2009.

**V. Old Business**

A. WebAdvisor Username and Login Update – David Siemens

D Siemens talked to Alison McNulty and reported that WebAdvisor logins don't carry over if a student stops going to school and then comes back again because a student must re-register in order to get financial aid.

B. B Dvorak is looking into a way to make the registration process happen entirely online, including form submission and has had conversations about this with Alison McNulty.

- C. Kerri Mahlum provided an articulation and transfer update. Casper College is entering an agreement with Mayville State University so that students who receive their associate's degree in elementary education will be able to transfer to Mayville State University to complete an online bachelor's degree.

**VI. New Business**

- A. DE Student Evaluations – David Siemens and Becky Dvorak  
B Dvorak sent out the evaluations that were used in the spring for WebCT to Moodle instructors with a request to eliminate repetitive or unnecessary questions and return to her. The questions were cut down from 21 to 12 after input from faculty. The pilot evaluations will be made available in Moodle classes after midterms. Evaluations will not happen in WebCT this time.
- B. Student work study approved for DE (Becky Dvorak)  
As of this meeting, no students have applied. B Dvorak asked faculty to refer qualified students.
- C. Request for two DE positions for 2008-2009 – Becky Dvorak  
B Dvorak reported that there is more work in DE than two people can handle, so they are requesting two additional positions for next fiscal year.
- D. Netiquette Policy for Casper College – Kelly Politte  
Discussion about a policy outlining online discussion behavior was held. The student handbook has a Student Conduct Code that includes disruption of teaching, verbal abuse and classroom safety that applies to all Casper College students. It was decided that this includes distance students as well.
- E. Virtual Office Hours – Kelly Politte  
K Politte expressed concern about faculty load where virtual office hours are concerned. It was suggested that virtual office hours should be a percentage of total office hours, regardless of when or where they take place, e.g., at home in the evening. A motion was made and seconded to have divisions take a recommendation from the DE committee to the faculty senate. Motion carried.

**VII. Other**

- A. Next meeting, Wednesday, November 7, 2:00 – 3:00 PM, CE 207.
- B. After adjournment, Axiom representative Mike Jortberg will provide a demonstration for committee members and faculty.

**VIII. Adjournment**

Mike Jortberg discussed and demonstrated the Axiom student identification verification system. The system verifies students' identities by asking personal questions based on information gathered about individuals throughout their lives. Frequency and required accuracy of answers of the questioning can be set by Casper College.